![DHR logo - Department of Historic Resources]

January 22, 2021

ARCHAEOLOGY DATA MANAGER   **Position #00004**
(Historian/Archaeologist & Preservationist II)
Payband 4

Location: **2801 Kensington Ave**
                                                     Richmond, VA 23221

Maximum Hiring Range   **Salary Range $42,995 - $47,000**

Position Description

The Department of Historic Resources (DHR), a family first agency, is seeking an innovative, curious, and collaborative professional to work as an archaeology data manager. Under the supervision of the DHR's Director of Survey & Information Management, this individual will hold responsibility for maintaining DHR's archaeological site file data as well as managing user accounts and applications for access to the Virginia Cultural Resources Information System (VCRIS).

This position will process and quality control archaeology site records in the VCRIS database, assign state trinomial site numbers, organize digital and paper records, digitize map features in GIS (geographic information systems), enrich digital records with information, and assist with special projects related to archaeological and cultural resource data and analysis. The individual in this position will play a key role in developing enhancements to DHR's cultural resources data infrastructure. This individual will work closely with DHR staff to coordinate archaeological data projects.

This individual will improve statewide archaeological data quality as well as using geospatial and data science methodologies to analyze and share information to support outreach and planning efforts, including using methods and approaches like predictive modeling, text mining, and the creation of interactive digital tools. Skills in R and/or Python programming languages will facilitate these tasks, although professional development and training opportunities will be available.

This position will be located in the Richmond office, although partial telework will be supported. Applicants to this position should be interested in the "big picture" of Virginia archaeology, while having a strong attention to detail and the ability to review submissions promptly and efficiently to keep projects moving through the system.

Qualifications Guide

Applicant must meet the [Secretary of the Interior's Professional Qualifications Standards for Archaeology](), to include a graduate degree in archaeology, anthropology, or a closely related field plus professional experience and demonstrated ability to carry research to completion. Demonstrable knowledge of United States cultural resources management (CRM) archaeology is required, with preference for experience in Virginia or the Middle-Atlantic. Experience using the agency's VCRIS database is strongly desired. Skill related to working with relational databases (querying and/or design) is required. Demonstrated skill in the development, management, and use of environmental structured and geospatial data is required. Experience with programming languages like SQL, R, and/or Python is strongly desired. The successful applicant will be organized, possess good communication skills, excellent customer service skills, and analytical skills and be proficient in working with databases and spreadsheets, and be eager to learn new workflows and technical skills. The selected candidate will be required to complete a criminal background check as a condition of employment.

Application Requirements

To be considered for this position a state application must be received through the on-line employment system by Wednesday, February 10, 2021 at http://jobs.virginia.gov/.